

ARCENT-SA INFORMATION BOOK

Web Page Version

Revised: August 1998



Always First –

Already There!

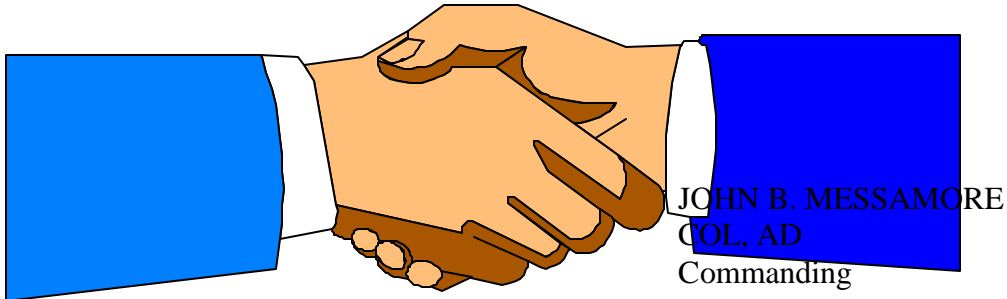
TABLE OF CONTENTS

<i>Section</i>	<i>Page</i>
Welcome	1
ARCENT-SA Historical Overview	2
Mission and Organization	3
General Information on Saudi Arabia	4
Policies & Standards	10
Policy Letters, Synopsis of G.O #1	
Mail & Morale Information	13
Mail Addresses	
Medical & Dental	14
Sick Call, Emergencies	
Legal Assistance	16
Military Justice	
Personnel Information	17
In/Out Processing, ID Cards/Tags, OERs/NCOERs	
Company Information - HHC	17
Leave, TDY, Arms Room, NBC Room, Supply Room, NTVs, Sports & Recreation	
Finance	19
Check Cashing, Entitlements	
Security	21
Clearances, SARs, In/Outprocessing, Weather	
Force Protection	Omitted
Tips, Passes	
Unit Movements	Omitted
Logistics - G4	Omitted
CIF, SSA, Fuel	
Housing - DPW	24
Billeting, Repairs & Work Orders, Supplies, Furniture, Trash Pickup, Hazardous Waste	
Contracting	26
Map of Eskan	Omitted

Welcome

welcoming you when you arrive. Enclosed is information that will help you prepare for your new assignment.

Always First, Already There!



Commander's Greeting

Congratulations on your new assignment to United States Army Forces Central Command - Saudi Arabia (ARCENT-SA). You are about to embark on a tour of duty that offers challenges and opportunities unlike any found elsewhere in our Army today. As a member of ARCENT-SA, you will be a key player in our nation's efforts to maintain peace and stability in Southwest Asia.

I'm confident you will find your tour of duty here both professionally and personally rewarding. You will quickly realize that you will be required to perform missions here that you peers only train to do. Our mission places us at the forefront of our country's strategic international focus. We proudly serve in defense of our regional allies and stand ready to meet any threat to our national interests.

Again, congratulations and welcome to "Patton's Own." I look forward to personally

ARCENT-SA Historical Overview

Army Forces Central Command - Saudi Arabia (ARCENT-SA) got its start as part of the 22^d SUPCOM during Operation Desert Shield / Storm in 1990-1991. After Desert Storm, mission responsibilities transferred from 22^d SUPCOM to 1st ASG in Jan 1992.

ARCENT-SA was officially formed with its separate mission and organization in July 1992. Similarly, Patriots have been stationed in Saudi Arabia since that time, first with two battalions under 94th Brigade (ADA) in Oct 1991, eventually being replaced by 10th Bde (ADA) in Jan 1992. With the formation of ARCENT-SA in July 1992, the Tactical Ballistic Missile (TBM) mission fell to a rotational Patriot Task Force under the Command and Control of ARCENT-SA.

Since its formation in July 1992, ARCENT-SA has controlled a differing array of units and organizations, currently numbering over 1100 soldiers, in support of its mission of being the forward deployed headquarters for Army Forces Central Command (ARCENT) at Fort McPherson, GA. Its units have been stationed all across the AOR, but its main concentration of soldiers is now in the vicinity of Riyadh, Saudi Arabia. Besides the rotational Patriot Task Force, other subordinate units include the 54th Signal Battalion, a rotational Security Force from the XVIII Airborne Corps that provides force protection to the Patriot sites, and an aerial MEDEVAC unit. The 54th Signal Battalion provides all tactical and strategic communications support for the theater.

ARCENT-SA was initially stationed at Khobar Towers and its soldiers lived and endured through the Khobar Towers bomb tragedy in June 1996.

Immediately after the Khobar Towers bombing, as part of Operation Desert Focus, ARCENT-SA moved to more secure sites at Eagle Town on King Abdul Aziz Airbase while its headquarters remained at Lucky Base/Site 12 in Dhahran, KSA. In December 1997, ARCENT-SA was ordered to relocate all forces out of the Eastern Province no later than 15 March 1998. ARCENT-SA safely moved all personnel and equipment out of the Eastern Province on schedule with the headquarter's elements moving to Eskan Village.

Recently ARCENT-SA supported operation Desert Thunder, a show of resolve against Iraq. During Operation Desert Thunder, ARCENT-SA increased

the number of active Patriot batteries from 4 to 6, moved Patriot batteries to four new sites in Kuwait and Bahrain, deployed a Ready Reserve Battery from CONUS, and prepared plans to position an eighth battery back in the Eastern Province. Since the end of Desert Thunder, the number of Patriot batteries was reduced to two active and one RRB in Saudi Arabia and two ARB in Kuwait.

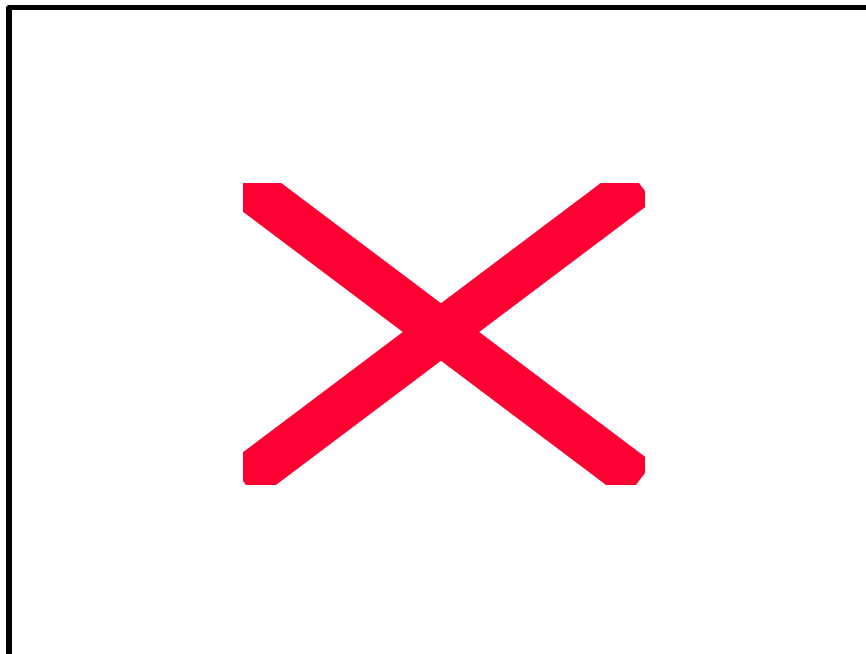
Currently, ARCENT-SA soldiers continue their TBM defense, security, communications, administrative, operations, and logistics missions in the Kingdom of Saudi Arabia, with headquarters at Eskan Village in Riyadh and with other elements located in Prince Sultan Air Base, Kuwait, Bahrain, and Qatar. Through all this evolution, ARCENT-SA soldiers remain true to their motto of ***“Always First -- Already There!”***

United States Army Forces Central Command – Saudi Arabia Mission Statement

Arabia (ARCENT-SA), a major deployed subordinate element of the United States United States Army Forces Central Command (ARCENT): is to exercise command, control, and force protection over assigned and attached Army forces in Saudi Arabia; provide installation services for Army and other U.S. forces and agencies in Saudi Arabia and Bahrain; and maintain liaison with principals in the AOR. ARCENT-SA manages ARCENT's executive agent responsibilities in the Kingdom of Saudi Arabia in the areas of Host Nation support; communications; and container operations (including customs clearance).

The mission of the United States Army
Forces Central Command – Saudi

Organization



GENERAL INFORMATION ON SAUDI ARABIA

History

Saudi Arabia or more correctly, the Kingdom of Saudi Arabia has been a United States ally for over 60 years. The AsSaud (pronounced “es-Saood”) family has ruled the Kingdom since the beginning of the modern era. The first king and the man credited with establishing the modern Kingdom of Saudi Arabia was King Abd al-Aziz AsSaud, often called Ibn Saud by westerners.

The House of Saud takes its name from Muhammad ibn Saud, the eighteenth-century ruler Dariya. The founder of modern Saudi Arabia, Abd al-Aziz AsSaud, grew up in exile in Kuwait, he and a party of some forty warriors captured Riyadh in 1902 when he was only 21. During the following three decades, Abd al-Aziz succeeded in uniting the areas of the Peninsula, which today constitute the Kingdom of Saudi Arabia. His offspring and their descendants, which include some 30-surviving sons, is part of a ruling family today estimated at 4,000 princes. About 200 of these have significant roles in Saudi government.

His eldest son, Saud, a poor administrator and spendthrift, succeeded Abd al-Aziz. Elder princes, supported by religious leaders, forced Saud to abdicate in 1964 in favor of his half-brother, Faisal. Faisal was assassinated in 1975 and succeeded by his half-

brother, Khalid. Khalid was highly respected for his honesty and piety, but left administration of the Kingdom to Crown Prince Fahad. Upon Khalid’s death in 1982, Fahad became King and Abdullah, Crown Prince.

Today sons of Abd al-Aziz hold many key government positions. Decisions on matters important to Saudi Arabia and the ruling family are made by a circle of elder princes, the backing of this group, along with that of the religious leadership (“ulama”), strengthens major policy decisions made by the King. Many princes and princesses are active in private business, mostly as investors rather than as entrepreneurs. Some dozen third and fourth generation princes, including sons of King Fahad, and the late Kings Saud, Faisal and Khalid, are among the most important and influential Saudi businessmen.

US Military Involvement with Saudi Arabia

During World War II, King Abd AlAziz met with US President Franklin Roosevelt to discuss the War and other Middle East Issues, and this was the beginning of a long history of US/Saudi dialogue and cooperatio. US policy makers quickly recognized Saudi Arabia for its strategic location and its huge potential for oil production. Based on these two factors, the Kingdom was

considered vital to US national interests and US officials began to establish an immediate military relationship with Saudi Arabia. Immediately, US forces began construction of an air base in Dhahran in 1945 and maintained a presence there since the early 1960s.

The US also established the US Military Training Mission (USMTM) in the Kingdom in 1951 upon signing a Mutual Defense Assistance Agreement. USMTM's role was to train Saudi forces on modern military equipment, most of which was purchased from the United States, and to assist the Saudis in purchasing more US made military equipment.

In the mid-1970s, the United States began a similar training program for the Saudi Arabian National Guard. Known as OPM-SANG, this group of US civilians and military trained National Guard units on the use and maintenance of Saudi military equipment purchased from the US.

In September 1990, the US deployed troops to Saudi Arabia in response to an Iraqi invasion into the State of Kuwait. Since that initial deployment, US deployed forces have remained in the Kingdom at various strengths, from its peak at the time of the Coalition Forces ground attack into Iraq and Kuwait in 1991 until the present

Saudi Culture

The Kingdom of Saudi Arabia is an absolute monarchy in which the king is the supreme ruler and his edicts have the force of law. However, religion is the single most important factor in Saudi life, and the only authorized religion in

the Kingdom is Islam. Islam is not just a religion for the Saudis, but a way of life, and the entire country observes its tenants (although the Riyadh region does so more strictly than others).

Men rule this society, as they are the only ones allowed to work outside of the home (except in few cases where women have become doctors, nurses, or teachers), drive cars, and participate in government. Women, on the other hand, spend much of their time in the home raising the family and when they are away from home, it is often to shop.

Standards of dress are very different in the Kingdom compared to the US or other western countries. The standard Saudi male dress is a thobe, a long, usually white, gown like covering with long sleeves and collar. The Saudi male also wears either a red and white checked, distinctly folded scarf called a shamaag as a headdress or the white folded scarf called a qutra. Their headdress is ringed by a thick black cord, called an iqall, thus completing the Saudi male regalia.

Saudi women, on the other hand, dress all in black. They wear a black, long sleeved floor length gown called an abayya, and cover their heads and faces with a headscarf called a hijab. Western women, when in the Kingdom, are not required to wear the abayya and scarf, but it is highly advisable to wear the abayya and carry a head scarf in the Riyadh area to avoid unwanted advances and unnecessary harassment from the religious police.

Islamic Customs and Laws

In Saudi Arabia the civil and criminal law are intimately intertwined with religious law and customs, forming a single united body. The consequences of violating Saudi law are Koranic and rapid. American citizens in the Kingdom are subject to Saudi law and not immune to its implications. A charge of marijuana possession and/or importation may yield a prison sentence of one and one-half years or more depending on the amount and the presence of other drugs. For alcohol offenses eighty (80) lashes are usually automatic and are administered just before release. A charge of drinking intoxicating beverages is confirmed by compulsory blood test – any percentage of alcohol whatsoever being considered sufficient evidence to convict.

Prayer Time (Salah)

Muslim prayer calls (salah) occur five times a day: dawn, noon, mid-afternoon, sunset and night. Prayer times are published in the Eskin Village News. All business and commercial establishments are required to close during prayer calls. While shopping, you will find the souks closed for about 30 minutes for prayer time. If you are in a shop when the salah is called, or notice the Mutawwa (religious police) signalling merchants to close by rapping their wooden sticks against the storefront, you should leave. If you stay, the merchant will probably not tell you to go, but he can get into trouble, which may include revocation of his business license. Even if you are about to strike a

fantastic bargain, leave and return later.

The Mutawwa

Religious police, or Mutaawa', are volunteers who enforce the shaaria', or Islamic law which governs the kingdom. They ensure that certain protocols are observed, and do so often by force or, when accompanied by a policeman, by law. Some of these protocols include: ensuring stores, restaurants, and businesses are closed during prayer times; enforcing the standard dress code among men and women, which sometimes includes telling western women to cover their heads; ensuring women accompanied by men are accompanied by either their husband or a blood relative; ensuring men aren't gazing or staring at women not their wives or treating women badly; and many others; and ensuring people are living by the proper standards of Islam, which includes no drinking of alcoholic beverages, no unauthorized assembly, and conducting oneself with discretion and humility.

The Mutawwa construe their right to make a "citizen's arrest" broadly and take it upon themselves not only to report a violation, but also sometimes to seize an offender and take him to the police. If the Mutawwa accosts you, common sense must prevail. The best approach is to attempt to gracefully leave the area. If this is unsuccessful and the Mutawwa wants you to accompany them to the police station, you should not resist. Eventually someone with better judgment will prevail, and if the alleged offense is not a serious offense, you will be released.

Holidays

There are only two major local holidays in Saudi Arabia: Ramadhan and the Hajj. Ramadhan is a month long period of fasting and concludes with the Eid Al Firt, a three-day feast. Usually there is a 10-day holiday beginning the 25th day of the month of Ramadhan. The Eid Al Adha and Hajj (the Pilgrimage) is approximately 10 days and includes the major holy days of the year. As the Islamic calendar (Hijri) is based on the phases of the moon, the exact dates for the holidays should be verified each year.

During the month of fasting, Ramadhan, shops open in the evening and remain open until 1:00 or 2:00 a.m.; very few stores are open during daylight hours. During that month, it is forbidden for anyone to smoke, eat, or drink in public from sunrise to sunset. This applies to those non-Muslims who are not fasting.

Traditional Saudi Etiquette

Conventional good manners and consideration for the customs and beliefs of others prevail in Saudi Arabia. The Saudis themselves are good-humoured, kind and informal, as they expect others to be. They are not likely to be offended by social blunders made by foreigners that arise not from intent but ignorance of customs.

Saudis are known for their hospitality and will go out of their way to make you feel welcomed and at home. It is quite common to be invited to drink tea (“shy”) or coffee (“qahwa”) or to eat

dates with Saudis when visiting their office or home. It is advisable that, when hosting Saudis, you offer them the same type of hospitality they offer you. One or two cups may be drunk, but rarely more than three. The sign to indicate that no more coffee is desired is to shake the small cup by a wrist motion when returning it to the pourer. Tea and soft drinks may follow coffee.

Never become too enamored with a material object owned by your host, for you may put him in a position where he feels obligated to give it to you. If you do take a gift offered because you stared at it too long, then that Saudi will have a similar expectation when he visually covets something of yours.

In social conversations, or even in opening a business conversation, there is always the give-and-take of good-humored small talk in which an interest is shown in the health and well being of the other party. However, it is considered impolite for a man to ask about another man’s wife. The euphemism used is “family”, as in “I hope your family is well.” In conversing with Arabs, one should not show impatience, preoccupation with other affairs, or undue haste.

Showing a Saudi who is either a stranger or superior to you in rank the sole of your foot is normally considered insulting. The American habit of relaxing in a chair with legs crossed so that the sole of the shoe confronts the visitor offends many Arabs.

Neither food nor drink should ever be taken with the left hand from an Arab or bearer. However, despite stories to the

contrary, many Arabs hold their fork in their left hand when actually eating, and a left-handed person need not anticipate embarrassment if he eats as he would in his home.

Saudi men have a way of greeting one another, especially if they are very good friends or in positions of high esteem, which may seem peculiar to westerners. Saudi men often kiss upon greeting or bump noses, depending on the tradition. Also, it is not uncommon to see Saudi men walking hand in hand together if they are friends. This is not an indication of a certain sexual orientation, but merely a display of fondness that westerners do not normally have in their cultures.

Saudis tend to be curious about religions other than Islam, and most will try to encourage non-Muslims to convert. Since Islam is the only accepted religion in the Kingdom, it is totally unacceptable and illegal for a non-Muslim to proselytize or preach his religion. Religious conversations are acceptable if done strictly objectively, rather than emotionally. Additionally, no non-Islamic medals, icons, or statues are allowed within the Kingdom, to include jewelry which show a cross or a Star of David and pictures of these religious items.

Shaaria' law is the law of the land, and this law includes corporal and capital punishment. For serious offenses, people are still publicly beheaded in the Kingdom, and for lesser offenses, body parts may be cut off as a warning to the offender and others not to commit certain crimes.

Politeness, honesty, and a smile will go a long way with the Saudis. These characteristics are held in high esteem and will breed respect among the Saudis you contact.

Policies and Standards

Desert Camouflage Uniform (DCU) issued in theater is the uniform of the day. The DCO uniform should be correctly worn, the soldier should look sharp, and all courtesies will be extended per Army standards.

Any soldier new to ARCENT-SA is expected to read all policy letters. Particular emphasis should be paid to the policies on driving a TMP vehicle and visiting villas of soldiers of the opposite gender.

Many of the policy letters are punitive, and a violation of a policy letter could have adverse consequences.

ARCENT-SA currently has in effect the following policy Letters:



Policy Letter No.	Subject
-------------------	---------

Policy Letter Number 1	-- Prohibited Activities
------------------------	--------------------------

Policy Letter Number 2	-- Prevention of Sexual Harassment
------------------------	------------------------------------

Policy Letter Number 3	-- Equal Opportunity
------------------------	----------------------

Policy Letter Number 4	-- Fraternization and Inappropriate Relationships
------------------------	---

Policy Letter Number 5	-- Wear of Uniform and Civilian Clothes
------------------------	---

Policy Letter Number 6	-- Driving Policy
------------------------	-------------------

Policy Letter Number 7	-- Open Door Policy
------------------------	---------------------

POLICIES and STANDARDS

The ARCENT -SA commander expects all soldiers to know and abide by the Army Standards, and the rules, regulations, and policies of ARCENT-SA and Eskan Village. All soldiers should be proud of their unit and the Army, and should strive to set a good example for others to emulate. The

Policy Letter Number 8
-- Leaves, Passes, Border Passes and

Miscellaneous Rules for Travel

Policy Letter Number 9
-- Morale Telephone Calls

Policy Letter Number 10
-- Passport and Saudi Immigration
Policy

Policy Letter Number 11
-- Policy on the Use of Tobacco

Policy Letter Number 12
-- ARCENT-SA Operation Hours

Policy Letter Number 13
-- Procurement Policy on All
Construction-

Related Projects

Policy Letter Number 14
-- Room/Billets Visitation

Policy Letter Number 15
-- Departure From SWA Due to
Pregnancy

Policy Letter Number 16
-- Disposition Authority over UCMJ
Offenses

Policy Letter Number 17
-- Eskan Villa Standards

Policy Letter Number 18
-- Off-Base/Post Travel Policy

Policy Letter Number 19
- Religious Worship for US Moslem

Soldiers

Synopsis of General Order #1

General Order Number One

Both United States Central Command and Third United States Army have issued what is known as General Order Number One. Both are almost identical. The CENTCOM General Order #1 lists prohibited activities for DOD personnel serving in the CENTCOM AOR, which is all of Southwest Asia. Third U.S. Army's General Order #1 lists prohibited activities for Army Forces Central Command personnel located in the Kingdom of Saudi Arabia.

General Order Number One takes into account where we are in the world. It is sensitive to the laws and customs of the host nation, and the activities that are not permitted by Islamic Law. This assists in preserving U.S. - Host Nation relations.

The Order prohibits the following activities:

- Buying, possessing, using, selling or importing personal firearms, ammunition or explosives into the Kingdom of Saudi Arabia;
- Entering into a mosque, or other Islamic religious site by non-Muslims unless invited, directed by military authorities or by military necessity;
- Possession, making, use, sale, or transfer of any alcoholic beverage;
- Possession of, transfer, sale, creation, or displaying any pornographic or sexually explicit matter. (Pornographic in this sense means anything depicting or displaying

human genitalia, uncovered women's breasts, or any human sexual act.) (The print media and videotapes available for rent at AAFES and Government facilities or programs shown over a government cable system are not considered violations of General Order #1);

- Gambling activities, except gaming activities which do not cost the participant anything of value;
- Removing, possessing, selling, or defacing archeological artifacts or national treasures;
- Selling or exchanging any currency at a rate other than the official exchange rate;
- The possession, use, transfer or sale of controlled substance narcotics and drug paraphernalia.
- Proselytizing (attempting to convert someone) of any religion, faith or religious practice.
- Wearing suggestive or inappropriate or revealing clothing; clothing with provocative or inflammatory artwork, slogans, emblems or national symbols; or ostentatious jewelry or earrings, in public areas outside the military compounds.

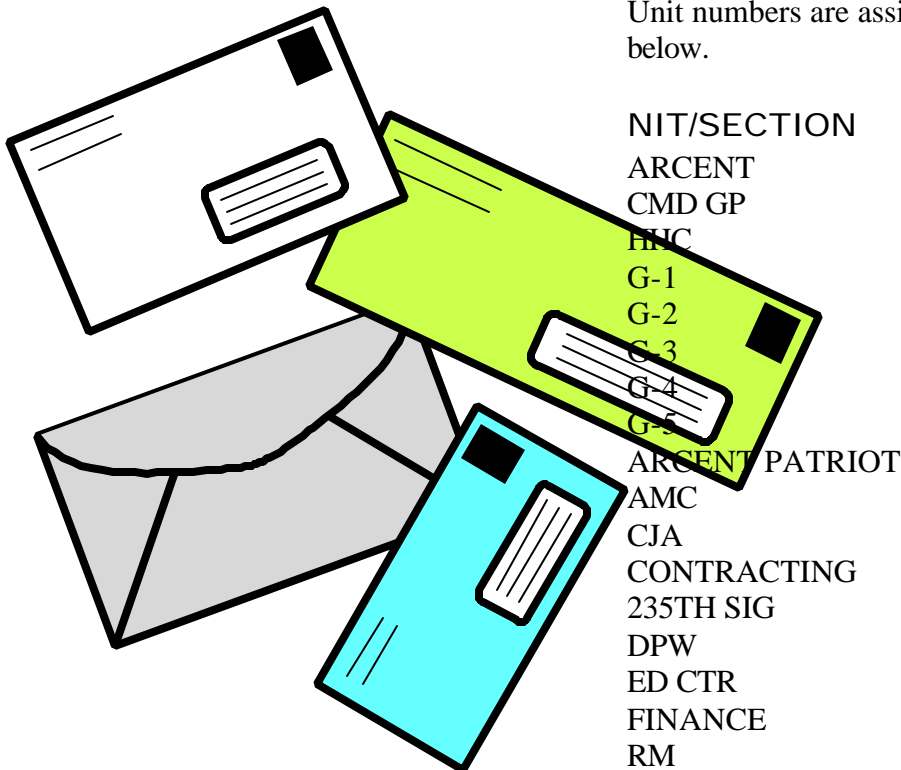
General Order Number One is a punitive order, and violating it can result in adverse action against the offender.

Mail & Morale Information

Mailing Address:

Rank and Name
UNIT # 7400X (see below)
ARCENT-SA
APO AE 09852

Unit numbers are assigned to elements as shown below.



NIT/SECTION	UNIT #
ARCENT	74000
CMD GP	74001
HHC	74002
G-1	74003
G-2	74004
G-3	74005
G-4	74006
G-5	74007
ARCENT PATRIOT	74008
AMC	74009
CJA	74010
CONTRACTING	74011
235TH SIG	74014
DPW	74015
ED CTR	74016
FINANCE	74017
RM	74018
ADA Task Force	74019
Security Force	74020
CHAPLAIN	74021
54TH SIG	74023

Mail - Address, Post Office Location and Hours:

Post Office
Esan: Saturday – Thursday 0800-1600

ESKAN VILLAGE FACILITIES

Outdoor Recreational Activities and Services:

Softball Field
Sand Volleyball
Jogging Tracks
Basketball Courts
Roof Top Theater
Swimming Pools
Putt Putt Driving Range

Indoor Recreational Programs:

- Health and Fitness Center (Treadmills, Exercise Cycles, Universal, Free Weights)
- Aerobics Tent
- Free Video Checkout
- Video Rental PX
- Library

Restaurant and Dining:

Dinning Facility
Hidden Inn Club
Mr. T's
Pizza Inn
Chinese Restaraunt (Oriental Food)
Top Dog (Hot Dog Stand)
Burger King
Baskin Robbins (Ice Cream)
The Pub (MWR / Snacks and Special Events)

Other Installation Services:

Commissary
PX
Finance / Check Cashing
Education Services : University of Maryland and City Colleges of
Chicago

Morale Phone Center

Religious Services

Medical Facilities

- 24 Hour Emergency Room

- Routine Medical Sick Call

- Dental Sick Call

- Pharmacy

Legal Assistance

The Command Judge Advocate provides Army legal services. These services include preparing General and Special Powers of attorney drafting and executing wills, providing tax assistance and general legal assistance, processing claims, and providing ethics advice.

The Command Judge Advocate is also the command counsel and provides legal opinions for Report of Survey and procurement issues on request. He also acts as the Command trial counsel. Commander's questions about UCMJ matters, and adverse administrative matters should be directed to the Command Judge Advocate.

Soldier Services, (e.g. power of attorney, notarizations, legal assistance, claims are provided on a walk in basis.

PERSONAL ITEMS SHIPPED TO THE AOR

Several soldiers traveling to the Area of Responsibility (AOR) have experienced lost, damaged, or destroyed property. Specifically, soldiers shipping a large number of compact disc (CDs) have occasionally discovered that a percentage of their CDs were removed from their boxes somewhere between the packing point and the final destination. CDs are susceptible to theft. We strongly encourage you to prepare a detailed personal inventory for all of the items you ship to the AOR. For example, you should prepare a by-title list the of CDs you shipped with a note about the price and the date of purchase. Also you must ensure that the General Inventory Form provided by the shipper accurately reflects the correct number of items shipped. Claims are paid based on the official General Inventory Form. Failure to take these actions may make it difficult for you to obtain reimbursement from the Army for your lost, damaged, or destroyed property.

Several items you ship to the AOR will have a depreciated value, so you will seldom receive reimbursement for the full amount you paid for a particular item. Consequently, carefully consider what personal items you should hand-carry or ship to the AOR. In the event that you discover your personal items are lost, damaged, or destroyed, you should visit or call the Command Judge Advocate's Office and inquire about the Army's Claims Process.

PERSONNEL SUPPORT

G-1 provides the following services for soldiers:

- ID Tags/Cards
- Process Finance Documents
- Awards
- Promotions/Boards etc.
- Unit Mail (Pick Up only)/Official Mail Services 1630-1700
- Reenlistment Services
- Travel Visa (TDY/PCS)
- Processing of NCOERs/OERs
- Reassignment Packets

HHC

- Training
- Leaves / TDY
- Arms Room
- NBC and Supply Room
- Nontactical Vehicles (NTVs)
- Sports & Recreation

HHC provides the following services to soldiers:

Administrative Support: HHC Orderly Room will be the initiating office for all administrative actions for soldiers assigned or attached to HHC. This includes DA-31s and DA 1610s.

Supply Support: Provides all unit level supply support to staff sections and soldiers within HHC, ARCENT-SA. It does **not** provide CIF and SSSC support. These requirements should be coordinated directly with the G4 section.

Transportation Motor Pool: Provides vehicle maintenance, servicing, and dispatch. Vehicles authorized for continuous use are dispatched monthly. Sections needing a vehicle on a short-term basis for a specific mission, can coordinate a loan vehicle through the HHC Commander.

Leave Policy:

Augmentee soldiers are not generally allowed to take leave during their time here. In the case of emergencies at home, the Commander will consider emergency leave or leave under emergency conditions.

Permanent party soldiers are normally authorized one 30 day leave between the 5th and 7th months of their tour. To the maximum extent possible this will be combined with a TDY trip to the states for a legitimate mission requirement. This is done to defray transportation costs to the soldier and to minimize the time the soldier is away from the job due to nonavailability of Space - Available travel.

Sports & Recreation:

Computer Problems:

If you have a problem with your computer contact the Operations Office Help Desk, and leave a voice mail message. Please include your name, organization, telephone number and a description of the problem.

Finance

"Show me the money."



ENTITLEMENTS

- Separate Rations (BAS) - All TDY personnel/augmentee within the AOR are entitled to separate rations at the rate of \$7.43 per day for enlisted and \$155.70 per month for officers. Permanent party personnel are not authorized BAS.
- Cost of living allowance (COLA) - Only permanent party personnel within the AOR are entitled to COLA at the barracks rate. The rate is based on your pay grade and set by Defense Finance and Accounting Services (DFAS). The average rates at Riyadh are \$239.51 for pay grade E-6 and \$365.46 for pay grade O-3 (Rates as of Feb 98).
- Hostile Fire/Imminent Danger Pay (HFP/IDP) - All personnel within the AOR are entitled to IDP at \$150.00 per month for any month in which at least part of a day is spent in the AOR.
- Combat Zone Tax Exclusion (CZTE) - For enlisted personnel and warrant officers, the entire pay is exempt from Federal and State (depending upon your state) income tax. For commissioned officers, the amount of pay that will be tax exempt is limited to \$4496.40 (Eff 1 Jan 98).
- Family Separation Allowance (FSA) - All personnel married and/or with

dependent(s) are entitled to FSA at \$100 per month. Personnel must be in the AOR for a period of 30 consecutive days or more.

- Foreign Duty Pay (FDP) - All enlisted personnel within the AOR are entitled to FDP. The rate is \$8.00 per month for pay grade E-1 to a maximum of \$22.50 for pay grades E-7 through E-9.
- Special Leave Accrual - All personnel with the AOR are authorized to carry forward greater than 60 but not greater than 90 days leave if the soldier has been in a hostile fire pay area at least 4 consecutive months.
- Incidental Per Diem - All TDY personnel/augmentee are entitled to \$3.50 per day for incidental costs. Personnel need to complete a Travel Voucher (DD 1351-2) upon return to their home station for payment.
- US Savings Deposit Program (USSDP) - All personnel within the AOR that are serving on an active duty assignment for more than 90 days can participate in the USSDP. The deposits will earn 10% interest annually, compounded quarterly, until the balance reaches \$10,000. Monthly deposits are limited to the unallocated current pay and allowance (net pay). Except in an emergency situation, you may not withdrawal the principle amount deposited until you depart the AOR. The deposits will continue to earn interest up to 90 days after you depart the AOR.

Security

G-2 SECTION

INPROCESSING

All incoming personnel (both permanent party and augmentees) should report to the G-2 section and bring with them the following paperwork:

- A copy of their DA Form 873 (original should be left in personnel records)
- A copy of the SF 312 (nondisclosure agreement) from their previous unit.

G-2 will then verify the person's security clearance, and add their name to the ARCENT- SA Security Clearance Access Roster. Personnel requiring SCI access will then process through the Special Security Representative located in the Intelligence Support Element.

Outprocessing personnel will come to the G-2 office at the above hours. The G-2 will review their records, give them their signed SF 312, ensure their DA Form 873 is in their personnel records, and remove their name from the Security Clearance Access Roster.

WEATHER IN THE KINGDOM OF SAUDI ARABIA

Contrary to your preconceived notions and expectations, the weather in the Riyadh area is not uniformly hot and dry throughout the year. There actually are two seasons here: summer and winter.

Winter begins in mid-November and runs through mid-April, and is a season of variable weather patterns. Almost all of Riyadh's annual rainfall (2-4") falls during this time. The average daily high temperature ranges from 60 - 80 degrees Fahrenheit, and the average daily low ranges from 40-60 degrees Fahrenheit. There are normally one or two nights in a typical winter in which the temperature dips below freezing. The mild temperatures combined with occasional high winds and rain, makes some winter days quite chilly. However, most winter days are very pleasant, with sunshine, low humidity, and temperatures near 70 degrees.

Summer runs from mid-April through mid-November, and is characterized by unrelentingly hot, dry weather. Average daily high temperatures range from 110 - 120 degrees Fahrenheit, and nightly lows are approximately 80 degrees. The relative humidity is very low, sometimes less than 10%. The sun is also very bright, and due to

Riyadh's position near the Tropic of Cancer is much closer to the Earth's surface than it is in most of CONUS. You should take particular care not to become a heat casualty or sunburn victim during the summer.

Riyadh Climatology

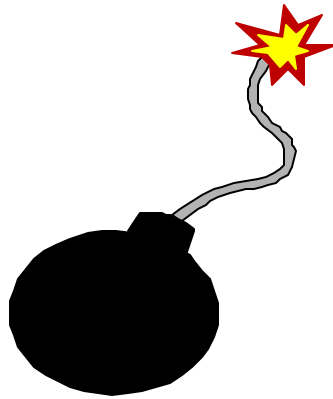
Month	Extreme High	AVG High	AVG Low	Extreme Low	Wind Dir	Wind Spd	AVG Cld	Precip Days	Blowing Sand Days
Jan	88	68	48	19	SSE	7	FEW	3	5
Feb	95	73	51	28	SSE	8	FEW	3	6
Mar	100	80	59	32	SSE	8	FEW	5	9
Apr	108	90	68	34	N	9	FEW	6	8
May	118	101	77	59	N	9	FEW	3	9
Jun	118	106	81	67	N	11	Clear	1	9
Jul	124	109	84	67	N	10	Clear	<0.5	8
Aug	119	108	83	62	N	10	Clear	<0.5	6
Sep	111	104	78	61	N	9	Clear	<0.5	4
Oct	106	94	69	49	SSE	6	Clear	1	2
Nov	95	82	60	35	SSE	6	Clear	1	4
Dec	100	71	52	32	SSE	7	FEW	3	4
Annual	119	91	68	19	N	8	FEW	26	74

Wind speed is in knots

Blowing Sand only shows days where the sand reduced visibility less than 7nm

Data from USAFETAC/DOS, Oct 1994, Period: 1973-1992

Force Protection



Questions and POC for all Force Protection is the Provost Marshal.

ESKAN EMERGENCY SIGNALS

The Eskin Village commander alerts all personnel for emergencies (i.e. severe weather) by means of loud speakers, radio and television over-ride, and security police patrol check points. These will be explained upon your arrival to Eskin.

Force protection is a mission for every member of the armed forces.

Housing - DPW



Work Orders: The ARCENT-SA Director of Public Works (DPW) manages routine maintenance and work order requests. Routine requests include leaky faucets, malfunctioning air conditioners, and electrical problems. All maintenance and work order requests for Army personnel at Eskan can be called in to the DPW. Work requests can also be filled out at the DPW office.

Billeting: The Billeting Office provides routine linen exchange, furnishings issue/turn-in, and FMO handreceipts. Inprocessing soldiers can receive linen immediately by calling DPW or the Billeting NCO after hours. All property inside the billeting villas, to include washers, dryers, water coolers, refrigerators, microwaves, televisions and VCR's, is provided by the ARCENT Billeting Office. If you have problems or need to replace any of these items call in a work order to DPW.

Supplies: Supplies like laundry detergent, light bulbs, vacuum bags, sponges, cleaning products, bath mats, shower curtains, toilet paper, Kleenex, garbage bags, and

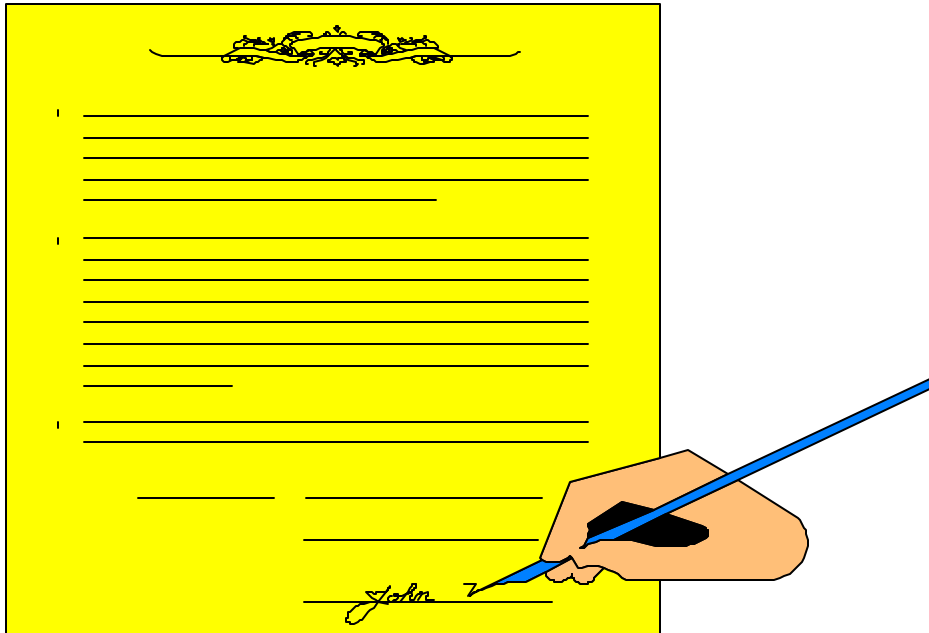
bath mats can be picked up at the supply point during regular business hours. Additionally, empty 5-gallon water bottles are turned in/exchanged for full ones at this same location.

Cable and Phones: the Air Force Communication Squadron processes Cable television and telephone inquiries. This includes poor reception or technical difficulties.

Hazardous Waste: Each unit is responsible for the proper storage and turn-in of its respective hazardous material (HAZMAT.) Specific questions on storage and disposal of hazardous waste are called into the Environmental NCOIC. Large spills (over 5 gallons) must be reported to the Environmental NCOIC immediately

Trash Pick-up: Each villa receives free trash pick-up three times per week.

Contracting - DOC



Directorate of Contracting

The Directorate of Contracting is a full service procurement activity including, but not limited to small purchases, construction, supplies & services, MWR support, ADPE etc.

How to acquire supplies or services

The requester develops the requirement that includes – Who, What When, Where and Why summarized on DA Form 3953 (Purchase, Request & Commitment Form). The Battalion/Task Force S-4's and the ARCENT-SA Staff POCs are the focal points for coordination of all contracting.

The DA Form 3953 is staffed through:

Step 1. TF/Bn S-4/PBO to the G-4

Step 2. G-4 to the approving official

Approving Officials: \$1-2500 – ARCENT-SA DOC
\$2,501 - \$25,000 - ARCENT-SA DCO
\$25,001+ - ARCENT-SA CO

Step 3. Certification of Funds: Director Of Resource Management

Step 4. Directorate of Contracting for procurement

Prior to initiating a request for supplies, the requester must determine that the supplies are not available within the required time frame through the supply system.

Unauthorized Commitments: Only a warranted contracting officer or a credit card holder (\$2,500) procuring an approved supply or service are authorized to obligate the U.S. Government contractually. Examples of obligating the government contractually include directing a contractor to do something other than what is in a valid contract or procuring supplies or services in the name of the government. Individuals who cause unauthorized commitments may be required to pay for the service or supply and/or be subject to an administrative reprimand. Unauthorized commitments are subject to a ratification process that may require notification and/or approval of the ARCENT Commander.

Contracting Officers Representative (COR): Certain contracts will require the appointment of a COR (i.e. Construction Contract, Service Contracts etc.) The COR will be trained by the DOC and be appointed on orders by a warranted contracting officer.

Receiving supplies: It is imperative that the receipt of durable/non-expendable items be processed through the appropriate supply channel for proper accountability.